

# 911 Emergency Response Advisory Committee

## Minutes

**THURSDAY ~ July 21, 2016 ~ 1:30 P.M.**  
**REGIONAL EMERGENCY OPERATIONS CENTER**  
**5195 SPECTRUM BOULEVARD, RENO, NEVADA**

### MEMBERS

Suzy Rogers, Chair  
Aaron Kenneston, Vice-chair  
Duane Meyer, At-Large  
Bill Ames  
Rob Larson  
Chris Maples  
Teresa Wiley

1. **CALL TO ORDER AND ROLL CALL AND INTRODUCTION OF NEW MEMBER** [Non-action item]

Chair Rogers called the meeting to order at 1:33 p.m. A quorum was established

**PRESENT:** Bill Ames, Aaron Kenneston, Rob Larson, Duane Meyer, Suzy Rogers and Teresa Wiley.

**ABSENT:** Chris Maples.

Jen Gustafson – Deputy District Attorney, was also present.

2. **PUBLIC COMMENTS** [Non-action item]

There were no public comments.

3. **APPROVAL OF MINUTES** [For possible action] – *May 19, 2016*

***It was moved by Member Larson, seconded by Member Meyer, to approve the May 19, 2016, minutes, as submitted.***

There were no public comments

***The motion carried: Members Ames, Kenneston, Larson, Meyer, Wiley and Chair Rogers assenting; and Member Maples absent.***

4. **REVENUE/PAYABLES AND ENDING FUND BALANCE REPORTS** [For possible action] – *A review, discussion and possible action to accept the Revenue/Payables and Uncommitted Ending Fund Balance reports.*

Annette Van Der Wall – Technology Services, provided an overview of the Revenue/Payables and Ending Fund balance reports noted that an additional \$130,000.00 will be added once the June revenue is received with an additional \$20,000.00 in unexpended Travel/Training that will increase the projected/reported ending fund balance.

Hearing no public comment Chair Rogers asked for Board discussion or a motion.

***It was moved by Member Kenneston, seconded by Member Ames, to accept the Revenue/Payables and Ending Fund Balance Reports, as presented. The motion carried: Members Ames, Kenneston, Larson, Meyer, Wiley and Chair Rogers assenting; and Member Maples absent.***

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- 5. RADIO CONSOLE PURCHASE FOR SPARKS POLICE DEPARTMENT DISPATCH** [For possible action] – *A review, discussion and possible action to approve deny or otherwise modify a request to fund three (3) Symphony Consoles for the Sparks Police Department PSAP (Public Safety Answer Point) at a cost not to exceed \$127,315.05 for next budget year beginning July 2016.*

Teresa Wiley – Sparks Police Department, recalled that the 911 Emergency Response Advisory Committee had authorized funding for three (3) Symphony Consoles for the Sparks Dispatch Center near the end of the previous budget year and that this request will complete the update for the center.

Hearing no public comment Chair Rogers asked for Board discussion or a motion.

Responding to Member Larson's inquiry about how the funding request will affect the fund balance, Annette Van Der Wall explained that with the incoming \$130,000.00 and \$20,000.00 unexpended travel/training fund the ending balance should be  $\pm$ \$700,000.00.

In response to Chair Rogers' question about Washoe County PSAP consoles, Member Meyer stated that the Washoe County console had been approved previously.

Clay Griffin – Washoe County PSAP, clarified that the Washoe County PSAP had received four (4) consoles.

***It was moved by Member Larson, seconded by Member Meyer, to approve the City of Sparks Police Department request to fund three (3) Symphony Consoles at a cost not to exceed \$127,315.00. The motion carried: Members Ames, Kenneston, Larson, Meyer, Wiley and Chair Rogers assenting; and Member Maples absent.***

- 6. REQUEST FOR TRAVEL AND TRAINING FUNDS FOR THE APCO (ASSOCIATION OF PUBLIC SAFETY COMMUNICATION OFFICIALS) CONFERENCE BY THE CITY OF SPARKS** (For possible action) – *A review, discussion and possible action to approve, deny or otherwise modify a funding request from the City of Sparks to send two individuals for travel and training to the APCO Conference on August 13 through August 17, 2016 in Orlando, Florida in an amount not to exceed \$4,500.00.*

Teresa Wiley – Sparks Police Department, outlined the request for travel training to send two individuals to the APCO Conference August 13 through 17, 2016 in Orlando Florida, in an amount not to exceed \$4,500.00.

Hearing no public comment Chair Rogers asked for board discussion or a motion.

Responding to Member Larson's question about whether the City of Reno and the Washoe County PSAPs (Public Safety Answering Point) would also be attending, Chair Rogers stated that the City of Reno is reviewing the current staffing levels and will seek reimbursement should the City be able to send staff to the conference.

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Clay Griffin – Washoe County PSAP, concurred noting that Washoe County would also seek reimbursement if staff was sent to the conference.

***It was moved by Member Ames, seconded by Member Wiley, to approve the City of Sparks Police Department request to send two individuals to the August 13 through 17, 2016, APCO (Association of Public Safety Communication Officials) Conference in Orlando Florida at a cost not to exceed \$4,500.00. The motion carried: Members Ames, Kenneston, Larson, Meyer, Wiley and Chair Rogers assenting; and Member Maples absent.***

- 7. 5 YEAR MASTER PLAN (JANUARY 2018)** – *A review, discussion and possible action to begin the process for finding a vendor to update the 5 Year Master Plan, which expires January 2018.*

Craig Betts – Washoe County Technology Services, recalled the previous discussion at the May 19, 2016 meeting and noted that Washoe County Purchasing had indicated that it might not be necessary to use the RFP (Request for Proposal) process.

Annette Van Der Wall – Washoe County Technology Services, commented that she had check the Galena Group’s website and found that Stu Cronan was currently working in Anchorage, Alaska. Ms. Van Der Wall recalled that Gwen Brandenburg had done most of the work on the previous 5-year Master Plan update and had moved to a different company.

There were no public comments.

Craig Betts – Washoe County Technology Services, noted staff could contact Mr. Cronan and ascertain his interest in serving as the consultant for the 5-year update.

Chair Rogers concurred with Mr. Betts’ comment and suggested that the matter be continued until the next meeting.

Jen Gustafson – Deputy District Attorney, suggested that a motion be made directing Washoe County Technology Services staff to contact the Galena Group.

***It was moved by Member Ames, seconded by Member Larson, to direct Washoe County Technology Service staff to initiate contact with the Galena Group to ascertain their interest in the 5-year Master Plan update and fee. The motion carried: Members Ames, Kenneston, Larson, Meyer, Wiley and Chair Rogers assenting; and Member Maples absent.***

- 8. PHONE RECOVERY LLC CONTRACT** (Non-action item) – *An informational update on progress in negotiating a contract with Phone Recovery LLC.*

Member Kenneston noted that this may be an opportune time to seek additional funding given the previous expenditures. It is Mr. Kenneston’s understanding that the contract has been provided to legal counsel for review.

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Jen Gustafson – Deputy District Attorney, stated that the contract had been delivered to her earlier today (July 21, 2016), and that she had not yet reviewed its contents. Ms. Gustafson explained that she would discuss the contract with Cal Dunlap and the Phone Recover LLC attorney.

Katy Simon Holland expressed her appreciation for the board's patience and noted that Mr. Dunlap would be in contact with Ms. Gustafson.

Chair Rogers noted that the City of Reno is considering a bill draft to seek an increase in the Enhanced 911 surcharge.

- 9. 911 EMERGENCY RESPONSE ADVISORY COMMITTEE MEMBER AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** [Non-action item] – *No discussion among committee members will take place on this item. The next regular meeting is scheduled at 1:30 p.m., September 15, 2016.*

Member Kenneston commented that he had been made aware of an issue in the provision of data from the West/Intrado system to the Reverse 911 provider. Mr. Kenneston questioned whether there was a need for a discussion and possible action on the CAD to CAD interface.

Chair Rogers explained that the CAD to CAD interface provides connections among and between the three primary PSAPs and REMSA. The three primary PSAPs are already connected.

- 10. PUBLIC COMMENT** [Non-action item]

There were no public comments

- 11. ADJOURNMENT** [Non action item]

Chair Rogers adjourned the meeting at 1:54 p.m.

**AS APPROVED BY THE 911 EMERGENCY RESPONSE ADVISORY COMMITTEE IN SESSION ON SEPTEMBER 15, 2016.**